DEA Career Gateway

Step-by-Step Guide for Applicants

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This training package was developed for the Department of Justice, Drug Enforcement Agency upon their implementation into the EmpowHR modules for Talent Acquisition Management and Candidate Gateway.

APPLICANT PROCESS

|	-
Find Job Openings	**DEA Career Gateway** **USAJOBS**

DEA CAREER GATEWAY

| **External Applicants**	**Unregistered** - **View list of job postings** - **Search for job postings** - **Register for USA Jobs account** - **Connect to the DEA Career Gateway to register for DEA account** **Registered** - **Maintain name and contact information** - **Submit applications (with or without selecting specific jobs)** - **Save search criteria** - **Save a list of job openings** - **Upload attachments** - **Receive email notification of receipt of application submitted through DEA Career Gateway** - **View status of applications submitted through DEA Career Gateway**

UNREGISTERED APPLCANTS

Unregistered applicants must first have or create a new account in USAJOBS, select a DEA job, then create a new account in the DEA Career Gateway.

1. **Create a new account or access your current account for USAJOBS at http://www.USAJOBS.gov/.**
2. **To apply for DEA jobs, sign back on to USAJOBS and select Advanced Search.**
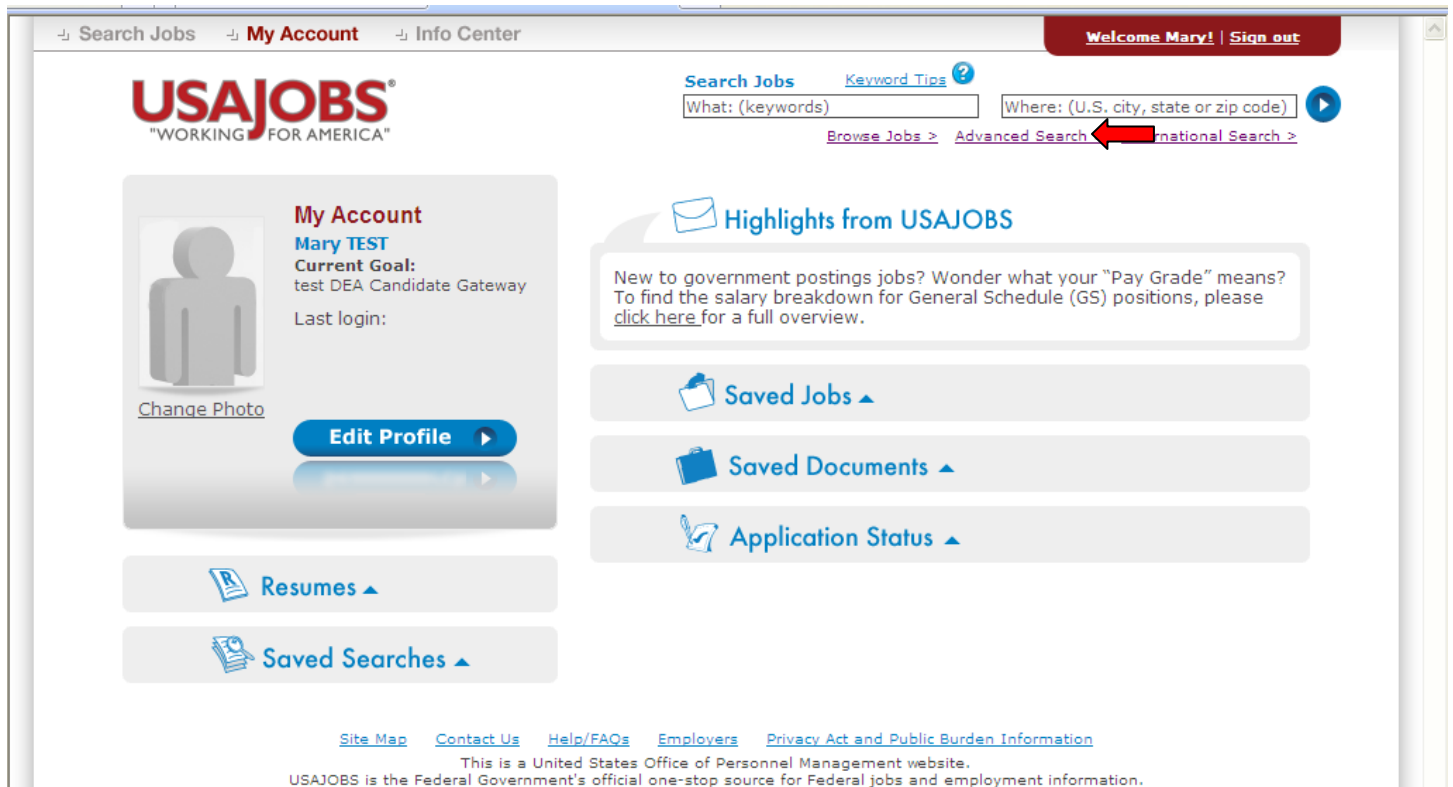
3. **Scroll to the Agency Search section and select Drug Enforcement Administration under JUSTICE, DEPARTMENT OF.**
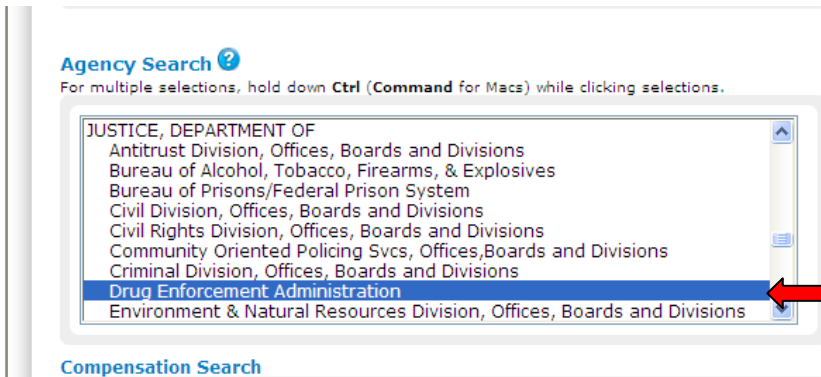
4. **Scroll to the bottom of the page and click on Search for Jobs.**

5. Scroll through the current job openings and select the job you want then click on Apply Online.

6. Certify the information is true then click on Apply for this position now!

Search Jobs   My Account   Info Center   Welcome Mary! | Sign out

USAJOBS®
"WORKING FOR AMERICA"

Search Jobs   Keyword Tips
What: (keywords)   Where: (U.S. city, state or zip code)

Browse Jobs >   Advanced Search >   International Search >

Please Note: If you are resubmitting or updating a previous application you must re-submit **all** required documents!

Apply Online to the following job:

Job Title: Intelligence Research Specialist
Agency: Drug Enforcement Administration, Department Of Justice
Job Location: Pittsburgh Metro area, Pennsylvania

This position does not accept USAJOBS resumes. If you click the "Apply for this position now!" button below, your seeker profile information will be sent to the recruiter.

Please note: seeker profile information contains your name, home address, phone number (s), email address, citizenship status, and veterans' preference you entered to create a USAJOBS account.

☐ I certify to the best of my knowledge and belief, all the information in and submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

Apply for this position now! ▶   ancel ▶

Internet   100%

7. Click on Take me there now to be connected to the DEA Career Gateway.

USAJOBS®
"WORKING FOR AMERICA"

One moment please...

We are now bringing you to the system used by the

Drug Enforcement Administration

to complete your application process. You will be returned to USAJOBS upon completion. If you do not return to USAJOBS, please remember to close your web browser for security.

Your browser should automatically take you there in about 15 seconds, or...

Take me there now ▶

This takes you to the vacancy you selected on the DEA Career Gateway website. Scroll to the bottom of the vacancy announcement and click on Apply Now.

WHAT TO EXPECT NEXT:

We will notify you of the outcome after each step of the recruitment process has been completed. After making a tentative job offer, we will conduct a suitability/security background investigation. We expect to make a final job offer within 80 days after the closing date of the announcement.

The hiring office requires the successful completion of a structured interview process and writing skills assessment. If you are contacted for an interview, you should allocate four hours to participate. No telephonic interviews will be conducted. Failure to confirm interview will result in discontinuation of your application.

| Email to Friend | Save Job | Apply Now |

8. Register as a new user by clicking on <u>Register Here</u> or <u>Register Now</u>.

Login

You must login or register in order to continue.   Register Here.

| Login |
| User Name: [   ]   Password: [   ] |

| Login | Login Help   Register Now

Return to Previous Page
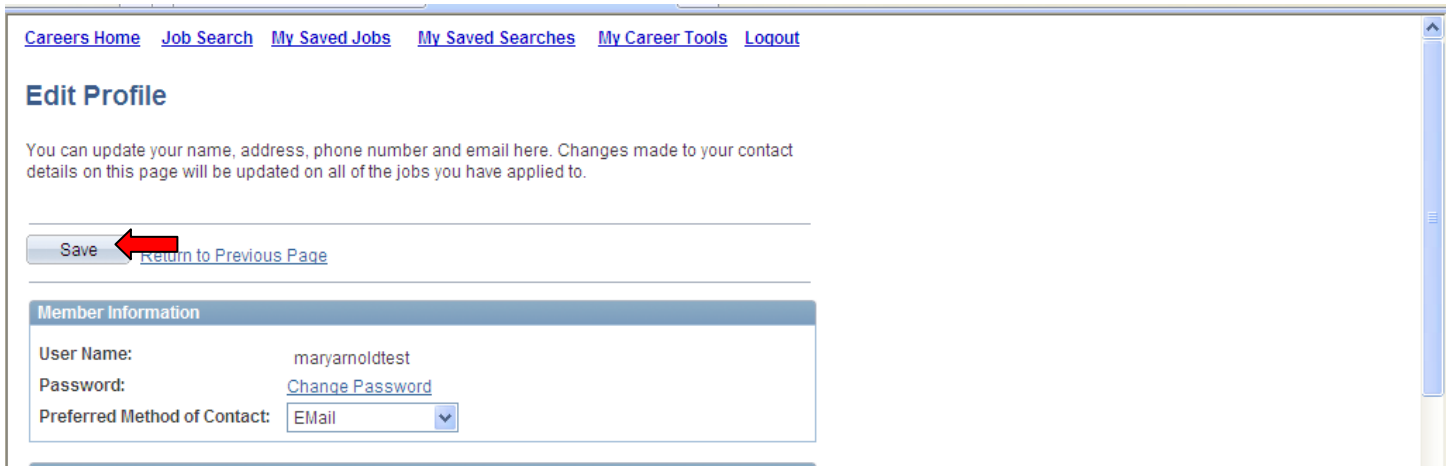
9. Click on <u>My Career Tools</u> and complete the registration process under <u>Edit Profile</u>.

10. Be sure to Save the data.

11. To add attachments such as SF-50, DD-214, cover letters, resume's etc., navigate to the to <u>My Career Tools</u> page.
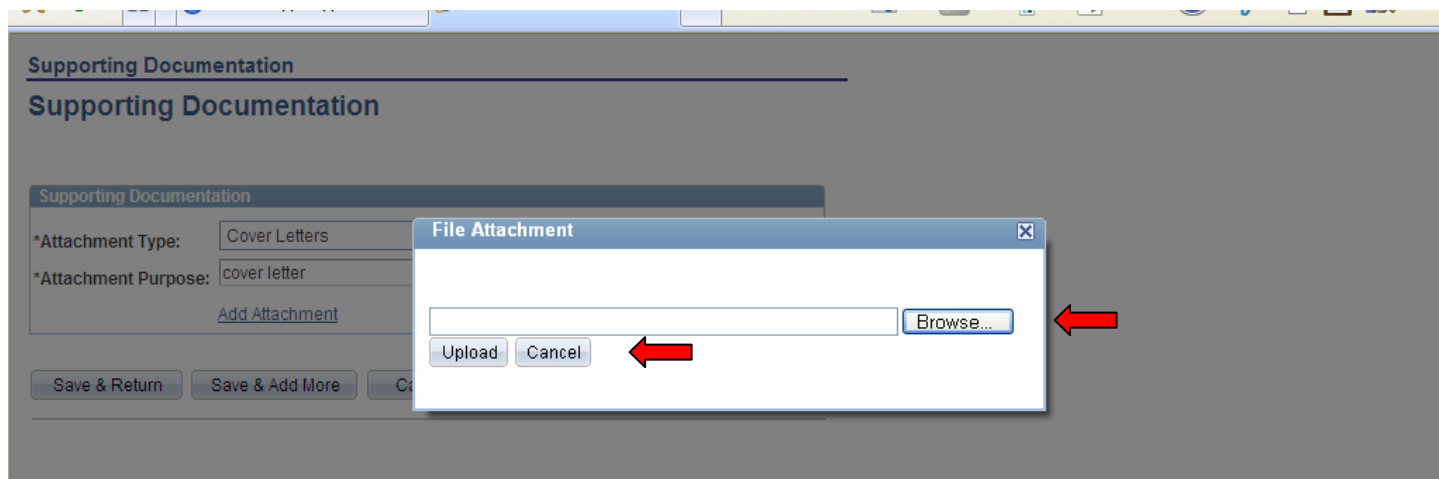

12. Scroll to the Supporting Documentation section and select Add Attachments; select Attachment Type from the drop down box; type in attachment purpose and Click on the <u>Add Attachment</u> hyperlink.
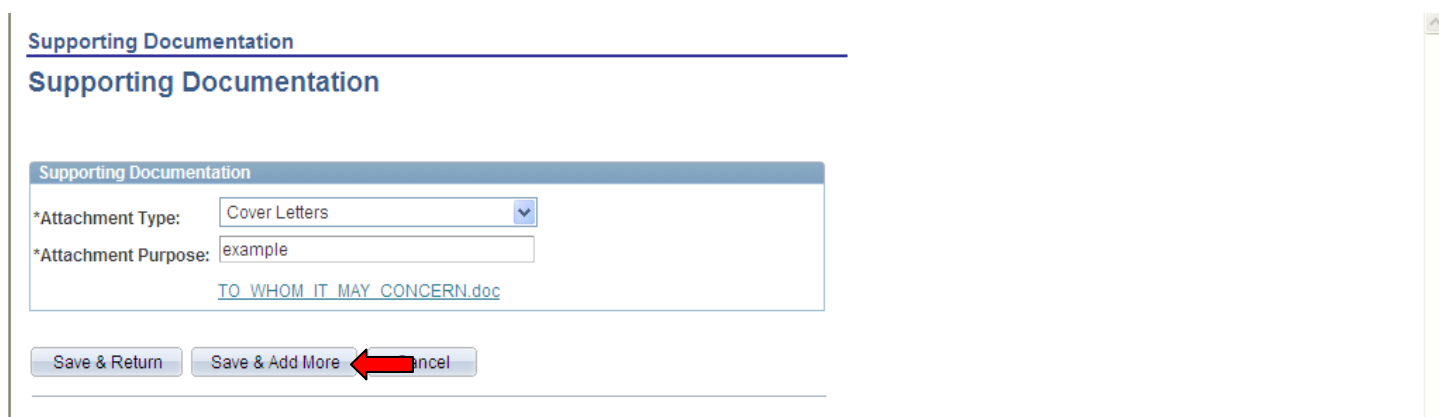
13. **Click on** Browse **then search for and select the document from your files saved elsewhere then click on** Upload.

14. **Click on** Save & Add More **to add and upload additional attachments then click on** Save & Return **when all attachments have been added.**

15. Go to the <u>Careers Home</u> page and click on the Select box next to each job for which you wish to apply. Then click on `Save Selected Jobs` if you wish to save them and apply later or click on `Apply for Selected Jobs` to apply now.

Careers Home ← arch   My Saved Jobs   My Saved Searches   My Career Tools   Logout

Careers Home

Welcome Mary

Basic Job Search		My Career Tools
Keywords:		0 Accepted/Unaccepted Applications
Posted:	Anytime	1 Cover Letters and Attachments
		0 Saved Resumes
Search Advanced Search Search Tips		My Profile

Notifications

You do not have any notifications.

Job Posting Information

⏮ First ◀ Previous |Next ▶ Last ⏭

Latest Job Postings

Select	Date	Job Title	Job ID	Location
☑	←0/2010	Intelligence Research Specialist	503971	Las Vegas, NV
☑	←/2010	Intelligence Research Specialist	503975	Buffalo, NY
☑	←9/2010	Intelligence Research Specialist	503978	Miami, FL
☐	11/09/2010	Intelligence Research Specialist	503976	Philadelphia Metro area, PA
☐	11/09/2010	Intelligence Research Specialist	503980	Pensacola, FL

Select All Deselect All

Save Selected Jobs   Apply for Selected Jobs ←

16. Select and complete the appropriate Resume Option then click on Continue.

17. Complete the Application Questionnaire and Terms and Agreements then click Continue.

18. When you pass the Pre-Application Questionnaire you will click on Continue and complete all items under each of the following page tabs: **Preferences**, **Education and Work Experience**, **Additional Information** and **Application Questionnaire**. Make sure to click on Save on each page tab after you have completed the information for that page tab.
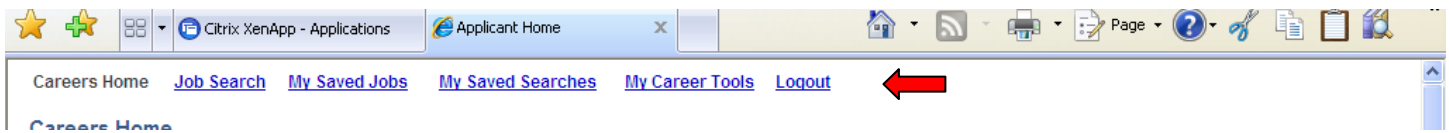

19. Once you have completed and saved your application, click on Submit. Then complete Ethnic Group Question, Agree to Terms and attach supporting documentation as needed then click on Submit.

20. Return to the **Careers Home** page to see the status of your application(s). You can also see any Notifications you have received from DEA as well as the Latest Job Postings.
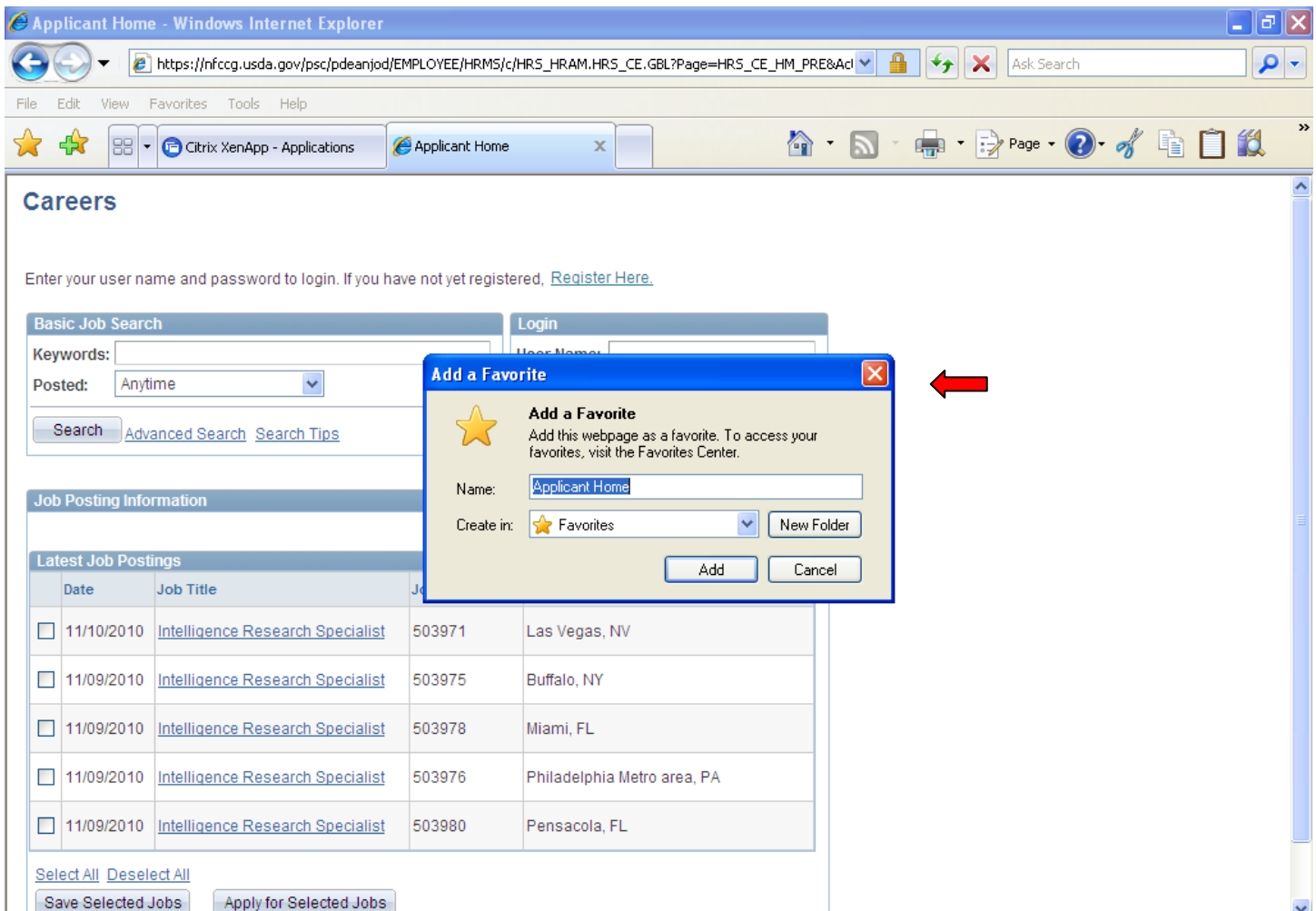
21.   Click on the <u>Logout</u> hyperlink to exit the system.
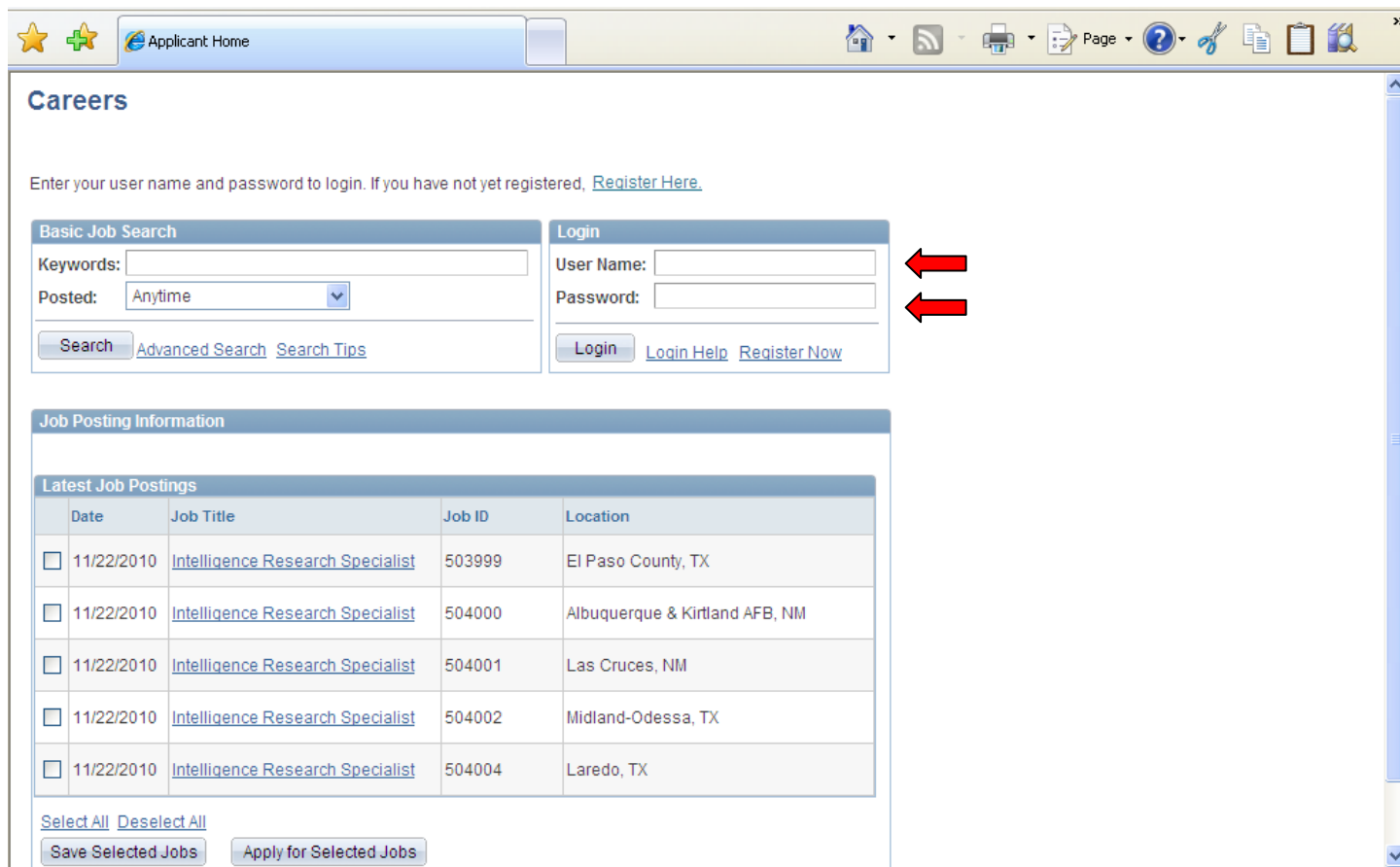
**22.   Be sure to add the website as a Favorite on your browser for future
        sessions.**

REGISTERED APPLICANTS:

Once you have completed the DEA Career Gateway registration, you may, retrieve notifications from DEA regarding your current application(s), see a listing of new vacancies, search and/or apply for new jobs and add additional resumes and attachments.

1. **From your browser, navigate to the DEA Career Gateway that you previously saved as a Favorite then enter your User Name and Password for this site.**

2. **Retrieve notifications from DEA if any exist. (Note that you should have received an email from the DEA Career Gateway if you have any notifications pending.**

3. **Search and apply for new jobs through the Basic Job Search function or from the Latest Job Postings list and add supporting documents or resumes through the <u>My Career Tools</u> page. *NOTE: Due to Federal hiring mandates all applicants should apply to Federal jobs via the USAJobs website.***

4. **Please note that applications can be edited prior to submission. Once you have completed and submitted an application, it cannot be edited; you will need to submit a new application to incorporate changes.**

DEA CAREER GATEWAY HELPFUL HINTS – Add Degree(s):

1. **To add degree(s) and school information to a job application, navigate to the <u>Education and Work Experience</u> page and click on <u>Add Degrees</u>.**

Preferences   Education and Work Experience   ←nal Information   Application Questionnaire

Indicate your highest level of education by selecting a value from the drop-down list below.

Education History

Highest Education Level: Master's Degree ▾

If you have any Employment Information, enter it in this section.

Work Experience

Employer	Job Title	Start Date	End Date	Delete
Dept. of Commerce	Systems Analyst	01/20/2000	03/20/2005	🗑

➕ Add Work Experience

To add Degrees to your application, select the Add Degrees hyperlink below.

▾ Degrees

You have not added any Degrees to your application

➕ Add Degrees ←

◀   Previous   [Submit]   [Save]   [Cancel]   Careers Home   Next ▶

2. **Add details, including those under the US Federal section and click OK to save or Apply and Add Another to add additional degrees.**

Add Degrees

Detail

*Degree: _____ 🔍

*Date Acquired: 11/22/2010

 Major Code: _____ 🔍

Major Description: _____

Country: _____ 🔍

State: _____ 🔍

School Code: _____ 🔍

School Description: _____

☐ Minority Institution

Minor Code: _____ 🔍

Minor Description: _____

Average Grade: ____

▷ 🇩🇪 Germany

▷ 🔴 Japan

▽ 🇺🇸 US Fede

Credit Hours (USF): ____

Credit Hours Type (USF): _____ ▾

▷ 🇫🇷 French Public Sector

Year Acquired: _____

GPA: _____

☐ Graduated

☐ Terminal Degree for Discipline

Educator: _____

[OK]   [Cancel]   [Apply and Add Another]

a. Degree – select appropriate degree from drop down box. Note that the system only allows you to view up to a maximum of 100 records initially.

- **To streamline your search and view only those degrees applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered the word "Business"), then click on Look Up.**

- **the system now shows only the degree descriptions containing the character(s) you entered in the Advanced Look Up request. Select the appropriate degree from the Description column.**

- **For this example, I selected Bachelor of Business Admin and the system returned me to the Add Degrees section to continue.**

Add Degrees

Details		
*Degree:	BBA	Bachelor of Business Admin
*Date Acquired:	11/22/2010	
Major Code:		
Major Description:		

b. **Major Code – Select the Look Up icon next to Major Code and again note that the system only brings up a maximum of the first 100 possible majors initially. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered the word "Business"), then click on Look Up. The system returns only those majors containing the character(s) you entered. Scroll down and select your major (for this example I selected "International Business Marke") and the system returned me to the Add Degrees section to continue.**

Add Degrees

Details		
*Degree:	BBA	Bachelor of Business Admin
*Date Acquired:	11/22/2010	
Major Code:	521403	International Business Marke
Major Description:	International Business Marke	
Country:		
State:		

c. **Country – Select the Look Up icon next to Country to select the country in which you obtained your degree. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered "U"), then click on Look Up. The system returns only those countries containing the character(s) you entered. Scroll down and select the country (for this example I selected United States) and the system returned me to the Add Degrees section to continue.**

Add Degrees

Details		
*Degree:	BBA	Bachelor of Business Admin
*Date Acquired:	11/22/2010	
Major Code:	521403	International Business Marke
Major Description:	International Business Marke	
Country:	USA	United States
State:		

d. **State - Select the Look Up icon next to State to select the state in which you obtained your degree. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered "N"), then click on Look Up. The system returns only those countries containing the character(s) you entered. Scroll down and select the state (for this example I selected New York) and the system returned me to the Add Degrees section to continue.**

Add Degrees

Details		
*Degree:	BBA	Bachelor of Business Admin
*Date Acquired:	11/22/2010	
Major Code:	521403	International Business Marke
Major Description:	International Business Marke	
Country:	USA	United States
State:	NY	New York
School Code:		
School Description:		

School Code – *Please note that there are thousands of schools to select from. You must carefully define your search criteria to prevent the system from freezing up and risking the loss of data on your application or stopping the process before you have finalized and submitted your application for consideration.* Select the Look Up icon next to School Code to select the school from which you obtained your degree. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the <u>Advanced Lookup</u> hyperlink, type in the Country and State you selected from the previous sections, select contains from the Description drop down box, type in the appropriate character(s) for your search, then click on Look Up. The system returns only those schools containing the character(s) you entered. Scroll down and select the school (for this example I will select Albany Business College).

- **The system returned me to the Add Degrees section to continue.**

Add Degrees

Details

*Degree:	BBA	Bachelor of Business Admin
*Date Acquired:	11/22/2010	
Major Code:	521403	International Business Marke
Major Description:	International Business Marke	
Country:	USA	United States
State:	NY	New York
School Code:	NY002	ALBANY BUSINESS COLLEGE
School Description:	ALBANY BUSINESS COLLEGE	
	☐ Minority Institution	
Minor Code:		
Minor Description:		

e. **Minor Code – If you wish to add a minor code, select the Look Up icon next to Minor Code and again note that the system only brings up the first 100 possible degrees initially. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the <u>Advanced Lookup</u> hyperlink, select contains from the Description drop down box, type in the appropriate character(s), then click on Look Up. The system returns only those majors containing the character(s) you entered. Scroll down and select your minor (for this example I selected "Accounting and Finance") and the system returned me to the Add Degrees section to continue.**

f. Verify the data is correct. Pay close attention to Date Acquired (the system defaults to the current date so you must enter the date you received your degree. Under School Description, indicate if the school is a Minority Institution. Under the US Federal section be sure to indicate year acquired, GPA and check the box to indicate you Graduated or Received a Terminal Degree for Discipline. There is also an Educator box to fill in additional information if needed. *The Educator box would be an appropriate place to enter information on a school or degree not found in the lookup boxes for those fields.* **Don't forget to click on OK to save or Apply and Add Another. Then continue on to complete the other sections of your application.**

Add Degrees

Details		
*Degree:	BBA 🔍	Bachelor of Business Admin
*Date Acquired:	11/22/2010 📅	
Major Code:	521403 🔍	International Business Marke
Major Description:	International Business Marke	
Country:	USA 🔍	United States
State:	NY	New York
School Code:	NY002 🔍	ALBANY BUSINESS COLLEGE
School Description:	ALBANY BUSINESS COLLEGE	
	☐ Minority Institution	
Minor Code:	520304 🔍	Accounting And Finance
Minor Description:	Accounting And Finance	
Average Grade:		
▶ 🇺🇸 US Federal		
Year Acquired:		
GPA:		
	☐ Graduated	
	☐ Terminal Degree for Discipline	
Educator:		

OK   Cancel   Apply and Add Another

DEA CAREER GATEWAY HELPFUL HINTS – Supporting Documentation

1. **To attach supporting documentation to your application, navigate to <u>My Career Tools</u>, scroll down to the Supporting Documentation Section and click on the <u>Add Attachment</u> hyperlink.**

2. **Select the attachment type from the drop down list and enter the attachment purpose.**

3. **Click on the Add Attachment hyperlink.**

4. **Click on Browse then search for and select the document from your files saved elsewhere and click on Upload. Select Save & Return if no more attachments or Save & Add More until all attachments have been saved.**

DEA CAREER GATEWAY HELPFUL HINTS – Add Resume:

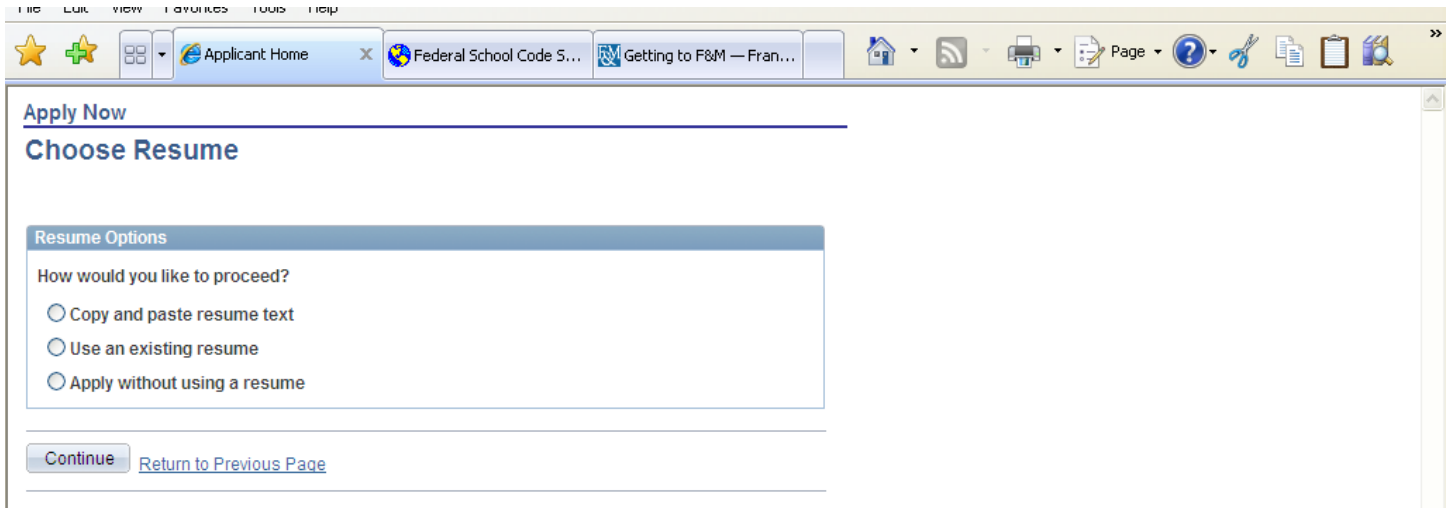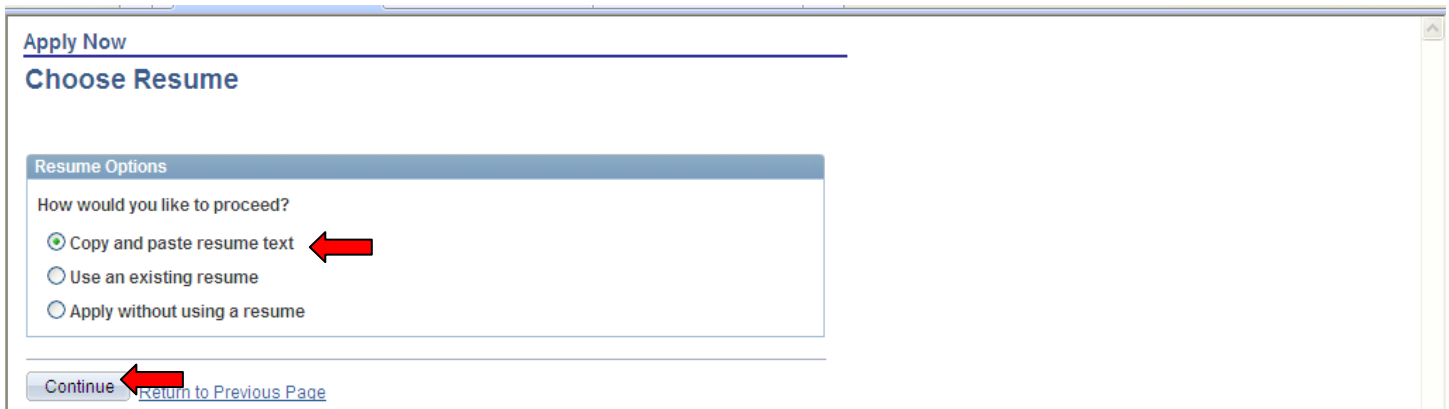1. **To add a resume to an application, select the job you wish to apply for and click on Apply Now. You can Copy and paste resume text, Use an existing resume, or Apply without using a resume.**

   a. **To copy and paste resume text, click the radio button next to that option and then click Continue.**

- **Type in a resume title. Copy the data you wish to enter from another file and paste the data into the large open text field. You may click the checkmark to run a spell check on the data in that text field. Click Continue.**

b. To use an existing resume, click the radio button next to that option, select the previously saved resume to use and then click Continue.

c. To apply without using a resume, click the radio button next to that option and then click Continue.

Fields

Fields are single items of information displayed on pages. A field may be represented in various ways:

- **LOOKUP (search icon)** − If the information for this field is known, the user types directly into the field. If the information is not known, the user clicks the search icon (lookup) button and selects the correct value.

- **Radio button** − If a solid circle appears inside the button, then the option is selected. If the button is empty, then the option is not selected. The user can only select one radio button in a group. Click a radio button to select it (any previously selected radio button is automatically deselected).

  O

- **Date field** − The user can enter a date in MMDDYY or MMDDYYYY format (it is not necessary to enter the slashes) or the user can click the Calendar Icon to select a date from the calendar. The system defaults to the current date if the field is required and no date is entered.

- **Drop-down list** −This field permits only a specific list of valid values. Click the drop-down list arrow to select from the list.
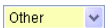
  Other

- **Edit field** − Type information directly into this field. There is usually a limit to the number of characters that the user can enter.

  1

- **Long Edit field** − This text entry field that enables the user to type multiple lines of a text or copy and paste text from another document. The lines automatically wrap as the user types. The user can also press the Enter key to move to the next line. This field is not validated or formatted. Click the box with the checkmark to activate spell check for the information typed in the long edit field.

- **Checkbox** − If the checkbox appears empty, then the option is not selected (unchecked). If there is a checkmark in the box, then the option is selected (checked). Click the checkbox to check or uncheck an option.

  □

- **Required Fields** - Field names that are preceded with an asterisk are required fields. The user must enter data in these fields before proceeding.

  *

- **View-Only Fields** − There are times when the user may only be allowed to view the information, not modify it. These view-only fields appear grayed out and it is impossible to alter their values.

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- **Default Fields** − It is common for some information to default on the page, whether or not the field is view-only. On many occasions the information needed in a field is repetitive from session to session or may be related to another field that as been previously entered. To make data entry more efficient (and consistent), these fields are populated.

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